



REQUEST FOR PROPOSAL

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

LEASE OF BUILDING ON PORTLAND STREET PIER

Proposals are being requested by the City of South Portland for the Lease of a Building on the Portland Street Pier as specified below and in the outline attached hereto as Appendix A.

Two sets of complete written proposals shall be submitted in envelopes plainly marked, "Proposal for Lease of Building on Portland Street Pier" to the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, ME 04106, not later than **2:00 p.m. Thursday, June 9, 2016** at which time they will be publicly opened and read aloud. Proposals received after that time and date shall not be accepted. Proposals will be evaluated in accordance with the specifications detailed in Appendix A.

Each proposal shall indicate that the applicant has visited the site and is aware of existing conditions at the site. **A pre-bid site visit will be held at the building on Portland Street Pier at 9:00 a.m. Tuesday, May 24, 2016.**

The selected vendor will be required to sign a lease agreement suitable to the City and provide a certificate of insurance for public liability, property damage, and worker's compensation coverage.

Each proposal shall be signed by a person legally authorized to bind the vendor to a contract.

The vendor shall signify in the proposal that he/she has read and understands all conditions as outlined in this Request for Proposals and the attached Appendix A.

Vendor shall rely only on information contained in the Request for Proposal and written addenda hereto.

Selected sections of vendor response may be incorporated as part of any agreement the City executes with the selected vendor.

Questions regarding this Request for Proposal must be directed in writing to **Kevin Adams, Director of Parks, Recreation, and Waterfront**, at the above address. Questions which may influence vendor responses will be answered in writing with copies to all known vendors as addenda to this Request for Proposal.

If your business is a foreign corporation, limited liability company, limited partnership and or limited liability partnership, you must include with your proposal, proof from the Maine Secretary of State's office that you are qualified to do business in the State of Maine.

The City of South Portland reserves the right to negotiate with the selected vendor as to the scope of services and fees, whether or not that proposal would mean the maximum return to the city.

The City also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

Colleen Selberg
Purchasing Agent

May 9, 2016

Mailing address: P.O. Box 9422, South Portland, ME 04116-9422
Telephone (207) 767-3201 Fax (207) 767-7620

CITY OF SOUTH PORTLAND

Appendix A

LEASE OF BUILDING ON PORTLAND STREET PIER

Proposals are requested for the lease of the 60' x 20' wooden frame building located on the Portland Street Pier.

All proposals should describe in detail each of the following:

1. The full extent and scope of the proposed use, including intended use of existing facilities as well as any proposed new facility. Proposals contemplating construction of new facilities must be accompanied by plans. Applicants must also submit appropriate written evidence of their experience and/or qualifications for their particular proposal. Three (3) written references attesting to the experience and/or qualification of the applicants to accomplish their intended use are also desired.
2. Fees, rentals, and/or commissions to be paid to the City, including an indication of whether such fees would be on a percentage, flat fee, or combined basis.
3. Minimum and maximum lease terms and an indication of whether the proposed use is seasonal or year-round.
4. Projected revenues and expenses for the anticipated lease term, including projected expenses for maintenance and upkeep of the facilities and for financing the proposed use. Applicants must also submit appropriate written evidence of their financial capability to operate and maintain the facilities as proposed.
5. Plans for maintenance and upkeep of both existing and proposed facilities.
6. Need and plans for installation of additional utilities.
7. Ability to comply with all Federal, State, and local laws, rules, and ordinances.
8. Adequate provision for fire prevention and extinguisher equipment.

Applicants must agree in their employment practices and provisions of services to the public not to discriminate on the basis of race, religion, creed, color, age, sex, physical or mental handicap, or national origin.

Applicants may be required to make an oral presentation of their written proposals to the Selection Committee and/or City Council after which the City intends to make its selection and negotiate a final agreement with the successful applicant.

Each proposal shall indicate that the applicant has visited the site and is aware of existing conditions at the site. A pre-bid site visit will be held at the building on Portland Street Pier at 9:00am on **Tuesday May 24, 2016**. Attendance by bidders at the pre-bid site will be considered by the Selection Committee. The City makes no representation as to its title to the property.

Location Map





Building at Portland Street Pier – South side.
(Additional security fencing was installed on South side after photographs were taken.)



Building at Portland Street Pier – East side

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